

POLICE FINGERPRINT TECHNICIAN I

(Competitive Class)

13 positions (added one police fingerprint technician position)

DISTINGUISHING FEATURES OF THE CLASS

Employees in positions of this class perform entrance level work classifying fingerprint cards using the Henry system, searching the master card file and identifying fingerprints that match. The employee will process all prisoners arrested by Baton Rouge City Police through Live Scan/ this includes inputting information on the prisoner, taking a mugshot of the prisoner then fingerprinting the prisoners. The employee must have knowledge of the Live Scan and how to roll a proper fingerprint using the laser scan. The employee will operate the verification station which entails, Quality Controlling the print, (making sure the prints that were rolled are readable prints) If the prints are good the operator then checks the classification and the points that are marked making sure of the accuracy, receiving it back from State Police makes either a correct identification or a non-identification, then correctly dispositions the case. If the print was a non-identification the operator then goes to name file and checks the different fingerprint cards. Duties of this class are non-supervisory in nature and require the ability to act independently and accurately follow standard operating procedures. This position may entail shift work. Fingerprint Technician I employee will report to and have work reviewed by supervisors.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Classify fingerprint cards using the Henry system, search the master card file, and **identify the fingerprints** that match. If a wrong name is used the employee must fill out a report to alert the proper jurisdiction and properly record the name change on an arrest information sheet.

Processes all prisoners arrested and brought to first District. Processing means inputting data, taking a mugshot, and printing the prisoner with the use of the laser in the live scan. This requires the fingerprint tech to come in physical contact with the prisoner.

Properly operate the live scan using the directions taught by the system administrator or a designee.

Properly enter an arrest on the local criminal history computer and entry sheet, making sure that there is a master card in the fingerprint file for every new arrest. Make new jackets, match reports and correct mistakes.

Operate and accurately record all transactions done on the verification station. Be able to match fingerprints and make the correct decision in the disposition phase.

Operate and accurately record all work done at the workstation. Be able to operate all equipment concerning Automated Fingerprint Identification System, National Crime Information Center, LACCH (Louisiana Computerized Criminal History) and the local computerized criminal history. Notifies system administrator of Louisiana State Police of any malfunctioning equipment.

Train new employees by giving demonstrations, assisting with work performance or supervise work performed during training period.

Prepares for shift change by briefing oncoming shift or by being briefed by outgoing shift, checking records from previous shift, or assembling necessary supplies and equipment.

State has mandated the Automated Fingerprint Identification System be manned by personnel who have been taught by the System Administrator at the site. The System Administrator has to follow the rules and regulations set forth by the State of Louisiana.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS:

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and passing a civil service examination for the position.

Must not be less than eighteen (18) years of age.

Must possess a valid driver's license.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation

requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

BR 03-18-
99
Rev 09-16-
99
11-18-04
10-18-
04-02-09